

STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #910806-01  
Administrative Change

Sheet 1 of 1

SCHEDULE #: 00-0028-A

EFFECTIVE DATE: 08/05/91

Supersedes Schedule #: 00-0028-A

Effective Date: 06/30/75

Agency Code: 0408  
Agency: Commissioner of Insurance  
Creating  
Office: Industrial Loan Division

Series  
Title/Dates: "Loan Tax Reports," 1990 and continuing

Access: Open

Class: Individual

Related To: Taxes levied on interest earned by loan companies (OCGA 7-3-19). Includes only the Loan Tax Report (form IL-12) filed each month by each loan company licensed under the Industrial Loan Act (OCGA Title 7, Chapter 3). Report lists dollar amount of outstanding loans at the beginning of the month, loans made during month, collections made during the month, interest collected during the month and other information required to compute the tax due. The reporting company computes the tax due and remits payment with the report.

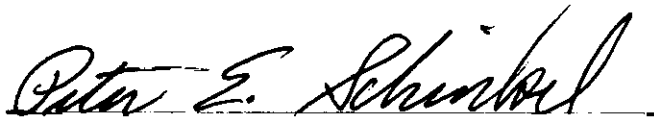
Arrangement: Alphabetical by city name, thereunder by company name

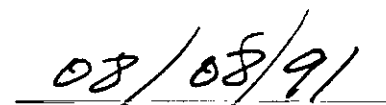
Retention  
Requirement: Administrative Need: Five (5) years

Media: Paper

Disposition  
Instructions: Cut off at end of calendar year;  
Hold in current files area two (2) years;  
Transfer to State Records Center;  
Hold three (3) years; then  
Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office. The agency reported an administrative change to the retention schedule effective as dated above. The change was received and filed in the State Records Committee's official records retention schedule file.

  
Peter E. Schinkel  
Support Staff

  
Date



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

31-07

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1. Application Date <b>9-3-71</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>4</b>		Date Received <b>OCT 15 1971</b>	Application No. <b>28</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Office of Comptroller General Ga. Industrial Loan Commission 125 State Capitol Atlanta, Ga.</b>		4. Person to Contact <b>James E. Young</b>	
		5. Working Title <b>Deputy Commissioner</b>	6. Tel. No. <b>2080</b>

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates <b>68 to Present</b>	9. EXACT SERIES TITLE <b>Loan Company Tax Report Files (Loan Tax Reports)</b>
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10. What function performed resulted in creation of this series  
To coordinate investigations of all applicants for Industrial Loan Licenses to make the determination that the financial stability, convenience and advantage, and the needs of the consumer will be met before license is issued. Process and issue renewals of the approximately 1100 licensees yearly. To levy and collect annual license fees, investigative fees, and monthly Loan Tax on all loans made pursuant to the Act. Receive and investigate complaints relating to the companies licensed by the Department to the degree that the consumer is totally protected. Carry on a program of education to acquaint licensee with provisions of the Act. To provide day-to-day administration of the Law, Rules and Regulations as they apply to the Industrial Loan industry in Georgia.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  
This series contains Loan Tax Report (Form IL-12) describing outstanding loans at the beginning of month, amount of loans made, collections, interest and other information necessary to compute tax due. These files also contain printout showing revenue collected from each loan company.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3	4.5		21	3.0
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6	
			By Annual Accumulation	This Year's	Last Year's
				1 time a month	Preceding All Prior Years
			AVERAGE DAILY REFERENCES		

13. Is this the Record Copy of the series? **Schedule No 28** ☒ ☐
14. Is there a duplication of this series in another office? **Sheet 2 of 5** ☐ ☒
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

**Our law requires loan companies to keep their records for four years. We believe we should keep our records at least one year further.**

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area 2 month(s)/2 year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold 3 year(s), then:

a. ☒ Destroy.

b. ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or    year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area    year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division	Date	Records Management Officer	Date
<i>Fred Anderson</i>	<i>Fred Anderson</i>	<i>Fred Anderson</i>		<i>Fred Anderson</i>	
Recommendations	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Johnnie L. Caldwell</i>			10-71
in Paragraph 25	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>			10-22-71
are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Bern. J. Troncy</i>			11-8-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>			11-9-71